



Request For Financial Assistance for Continuing Education

The West Virginia Library Commission (WVLC) will attempt to provide financial assistance to libraries to provide continuing education opportunities for their staff. Financial assistance may consist of paying for registration/attendance at workshops, seminars, webinars, etc. Financial assistance may also be used to bring in speakers, trainers or others to specific libraries, as long as such programs are shared with other libraries in the state. Financial assistance may include travel costs, lodging, and meals. Any applicable travel rules/guidelines set by the WVLC, the State of West Virginia or the federal government will apply.

WVLC will attempt to make such assistance based on its existing financial abilities, identified needs, and applicability of the CE opportunity to the work performed by the person on whose behalf the library is making application and/or prospective benefit to the library of the training/program.

All requests for financial assistance should be submitted by the library in writing to John Paul Myrick, Director of Library Development, West Virginia Library Commission, Culture Center, 1900 Kanawha Boulevard East, Charleston, WV 25305, email: john.p.myrick@wv.gov. The letter should include a full description of the event to be attended/provided and the name of the person to benefit if specific assistance for an employee is requested. The application letter should include an itemized detail of all estimated costs, dates/times of the event, and an explanation of how the training will benefit the person in their position as well as how it will benefit the library.

Awards will be made to the library, and not to specific employees. After notification of award from WVLC for financial assistance, libraries may then make applicable travel/registration arrangements. Upon completion of the event, libraries may then request reimbursement up to the amount approved by the WVLC as noted in the award letter.

It is highly recommended that applications for CE Credit be submitted at least two weeks in advance of any event for which credit is desired. It is highly recommended that requests for financial assistance be submitted at least one month prior to the CE event. It is highly recommended that requests for financial assistance to bring in speakers/trainers be submitted at least three months prior to the event.